

(AGENCY LETTERHEAD)

Community Development Committee
c/o Keith Hamre
Room 407, City Hall
Duluth, MN 55802

RE: Intent to Apply for 2015 (CDBG, HOME or ESG) Funding Award

Dear Committee Members,

Please accept this letter as a request to submit an application from (Agency / Organization) for the program year 2015 (CDBG, HOME or ESG) funds in the amount of \$_____. We are asking for your support for our (new / ongoing) (title of project / program).

(Brief one paragraph description of the project / program)

(If proposing a new project / program not funding by CDBG, HOME or ESG in the past, include a paragraph stating how you are replicating best practices and note similar projects that have been successful elsewhere.)

The (project / program) addresses the Consolidated Plan's Priority and Objective of (insert the Priority & Objective listed in either Table 2A or Table 2B). Our target population, (examples "homeless families" "displaced workers" "Lincoln Park residents"), is in need of our help as evidenced by (reference third party appropriate statistical data such as need assessment(s) / prior study results / waiting list / etc., which is easily obtained for CD staff review).

The lives of the people we serve will be improved in the following way(s): _____
In addition, the community as a whole will be made better because _____
We will evaluate these outcomes by measuring _____

Please feel free to contact me (insert contact information). Thank you for considering our request to submit a full application.

Sincerely,

(Signature of Board President / Executive Director / Project or Program Director)